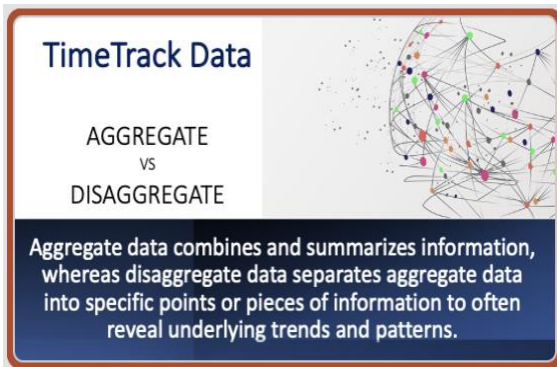


Slide Deck User Notes – Options Tab

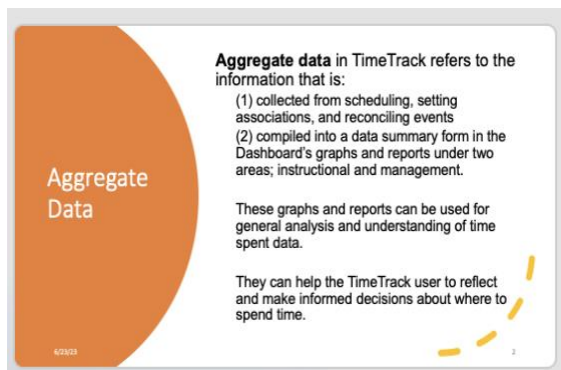
Presentation slides and participant activities



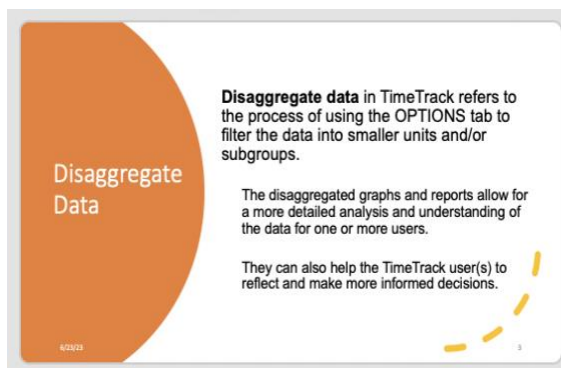
Slide 1 – TimeTrack Data

Narrative: Let's discuss the difference between aggregate and disaggregate data.

The aggregate data is acquired by combining various sources to give a useful summary of work. For example: Figures of the yearly time spent on Feedback would be aggregate data, while breaking that data down into smaller components, like kinds of Feedback would be disaggregated data.



Slide 2 – Aggregate Data



Slide 3 – Disaggregate Data

Narrative: With disaggregate data, the statistics viewed are deeper with more specificity. This visual can strengthen the interpretation of the data, thereby providing more substantial information upon which to make decisions about next steps.



Slide 4 - Instructional Top Five - Expand & Disaggregate

The **Options** tab, displayed here, at the top of Slide 4, provides a varied menu for disaggregation. The **Options** tab on all graphs provides limited choices for disaggregating data.



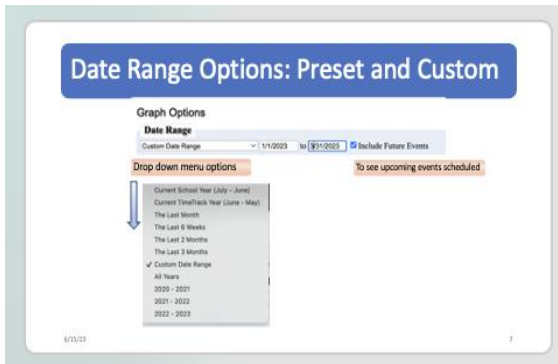
However, the “Time Spent with Individuals Graph” is the only graph that allows all options to be selected.

Slide 5 - THE OPTIONS TAB

Once you have opened the **Options** Tab, you can select filters to create detailed graphs to display the work of the individual TimeTrack user or that of multiple users.

Viewing the data of more than one TimeTrack user's data is called Merged Data and will be discussed in Slide 10.

The remainder of the slides will explore the Use of the **Options Menu**, one filter at a time.

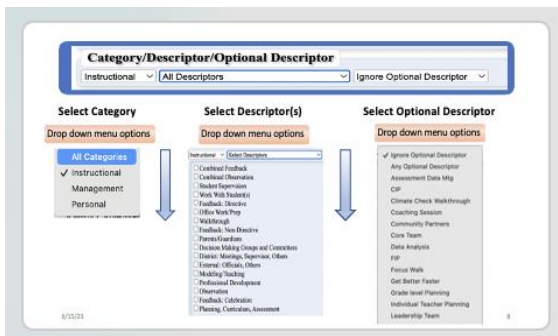


Slide 6 - Date Range Options: Preset & Custom

NOTE: The options in this dropdown menu displays other date range options when using an iPad.

Narrative:

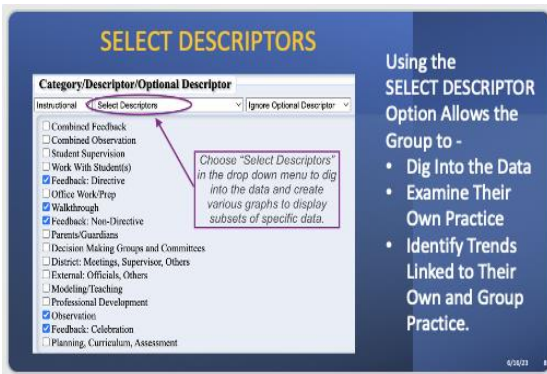
- ⇒ The **Date Range** filter is a drop-down menu where you have the option to select a preset time span or to customize for a day(s), week(s), month(s) or year(s).
- ⇒ There is a separate check box, **Include Future Events**, to display upcoming scheduled events.



Slide 7 - Category/Descriptor/Optional Descriptor

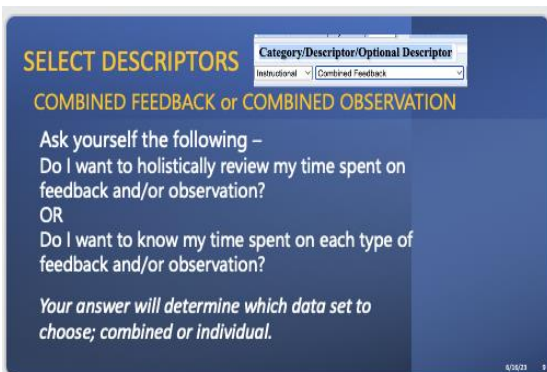
NOTE: There are three filters in this section.

1. When selecting the **Category**, you are given three choices: Instructional, Management, or Personal.
NOTE: The TimeTrack dashboard defaults to a representation of time spent doing instructional work, but graphs on the user’s management and personal time are also available.
2. The next filter involves **Descriptor** selection.
NOTE: The TimeTrack dashboard defaults to showing ALL Descriptors. The drop-down menu provides other options for review and analysis related to specific descriptors. Slides 8 & 9 show choices other than choosing one descriptor.



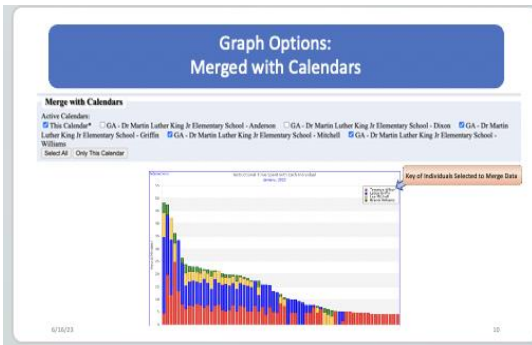
Slide 8: Select Descriptors

The first choice in the drop-down menu is **SELECT DESCRIPTORS**. This choice brings up a menu for viewing multiple descriptors. Selecting this choice shows a new view of all descriptor choices, indicated with a Check Box in front of each descriptor. This section allows for review and analysis of two or more descriptors.



Slide 9 – Combined Feedback/Combined Observation

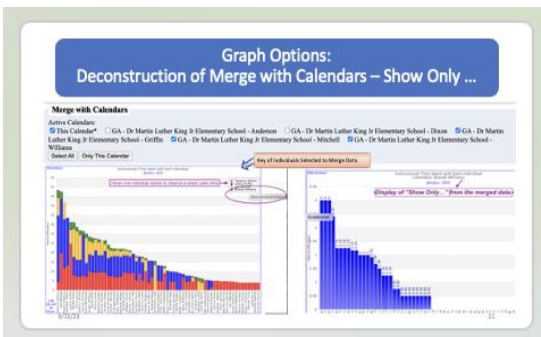
The second and third choices allow for seeing the total time for feedback or observation. To see the three different kinds of feedback separately or the four types of observation separately, use **Select Descriptors** and check the box for each one.



Slide 10 – Merged with Calendars

This stacked bar graph represents all users whose data is being merged. The Key at the top right indicates each individual’s TimeTrack coded by color. Red represents the User whose TimeTrack is being viewed. Colors, except for red, are assigned randomly.

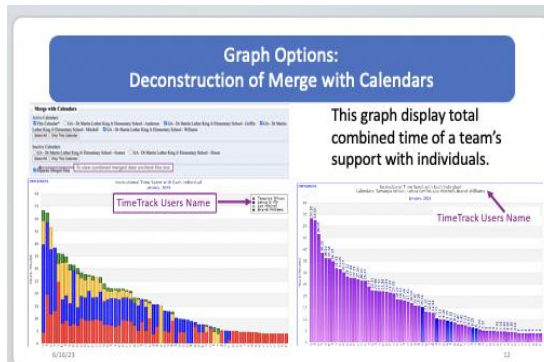
- ⇒ Click on any bar to show a breakout of time, **Time Spent**, in minutes and hours, with a specified individual by all the team members.
- ⇒ Click the **hotlink – Interactions** to change to the number of interactions by all the team members.
- ⇒ Click on a name in the key to observe data only for that individual.



Slide 11- Deconstruction of Merge with Calendars

Merged data can be deconstructed in a number of ways. As discussed, the graph on the left is the teams’ combined data of time spent with all individuals. The graph on the right is breakout data for an individual chosen in the key.

Remember, the graph is a representation of how time was spent by all individuals. The team’s conversation is the interpretation of the data to tell the story. Some question to ask, “What are you seeing?” “What are you not seeing?” “What are some possible benefits for merging and deconstructing the data?”



Slide 12- Deconstruction of Merge with Calendars

The previous graphs and the one on the left displays time spent on all instructional descriptors by each members' time. Another way to view merged data is by unchecking the box **Separate Merged Data**.

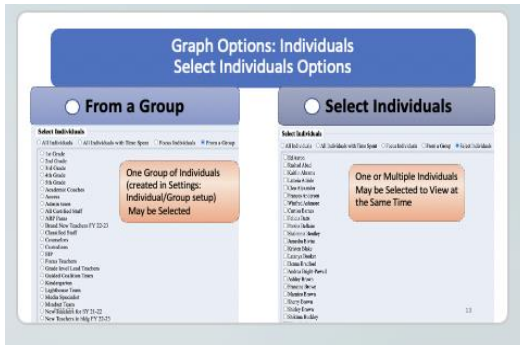


Slide 13 - Individuals - Select Individuals/Focus

There are five ways to review and analyze a subgroup of all individuals or a select group under a merged lens.

- ⇒ The first two choices are: All Individuals and All Individuals with Time Spent.
- ⇒ The third choice: Focus Individuals is depicted in this graph.

NOTE: Focus Individuals are selected by checking the box to the left of the individual's name in Setting: Individual/Group Setup. This provides a **hotlink** ("Focus" above "Expand") in the Time Spent with Individuals graph. This option allows quick access to a frequently viewed subgroup of individuals. The Focus group may change depending on target and or need or can remain for the year.



Slide 14 – Individuals - Select Individuals Options

⇒ The fourth choice is **From a Group**.

- This may be a group used when setting group associations such as a department, grade level or other instructional team.
- Special groups can be created for data analysis only, not setting associations, such as: “Core Content Teachers.”

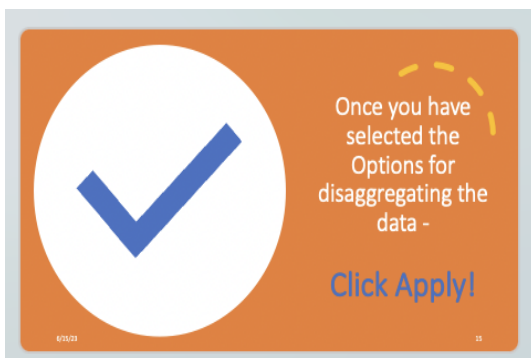
⇒ The fifth choice is **Select Individual(s)**.

NOTE: One or more individuals may be chosen when **Select Individuals** is picked.



SLIDE 15 - BAR DENSITY AND SORT ORDER

The view of the disaggregated data can be shown in a compact or roomy fashion. The choice might be influenced by the number of individuals or groups being assayed or compared. Additionally, sorting **By Value** will display in descending order or **By Name** will place the list alphabetically.



SLIDE 16 - APPLY

Implement your option choices by clicking **APPLY** and let the work of data analysis begin!